

# **FAUQUIER COUNTY AIRPORT COMMITTEE**

## **MEETING SUMMARY**

### **REGULAR MEETING**

Monday, March 27, 2006 – 5:30 p.m.

Warren Green Building – 1<sup>st</sup> Floor Conference Room

#### **1. Call to Order:**

The Chairman called the meeting of the Fauquier County Airport Committee to order at 5:32 p.m. on 27 March 2006 in the Warren Green Building – 1<sup>st</sup> Floor Conference Room, Warrenton, Virginia. In attendance were:

#### **Committee (Voting) Members:**

James W. Van Luven

Center District Representative

Rick Gerhardt

Cedar Run District Representative

Dennis Hunsberger

Citizen at Large

Bob Newman

Airport Tenant/Owner

Arthur Nash

Marshall District Representative

Willis P. Risdon

Citizen at Large

#### **County Staff:**

Tony Hooper

Deputy County Administrator

Michael Anderson

Airport Manager

Chrissy Kirby

Administrative Specialist, County Administration

#### **Staff:**

Michelle Glitzner

Essar Aviation

Brian Fuerst

Campbell and Paris Engineers

#### **Absent:**

Charles M. Medvitz

Scott District Representative

Frank Rader

Lee District Representative

#### **Visitors:**

Jennifer Holloway

Ron Gatewood

Rich Dykes

Ross Dillman

David Fields

John Cantrell

Chuck Tippet, Jr.

Chuck Tippet, Sr.

**2. Adoption of Agenda:**

Richard Gerhardt moved and Dennis Hunsberger seconded a motion to adopt the March 27, 2006 meeting agenda. The motion carried unanimously.

**3. Citizens' Time:**

Rich Dykes provided a copy of a letter from Brian Horsley of Innovative Aviation Services, Inc. expressing support of Phoenix Aviation Services, LLC being provided a business operating permit at Warrenton-Fauquier Airport.

**4. Adoption of the Minutes:**

Jim Van Luven moved and Dennis Hunsberger seconded a motion to adopt the February 27, 2006 meeting minutes. The motion carried unanimously.

**5. Status of Requests for Operation of Businesses:**

Tony Hooper reported on the Airport Subcommittee meeting held on March 27, 2006. Mr. Hooper advised the Committee that the Subcommittee had meet to discuss and consider the applications of both Skyworld Aviation and Phoenix Aviation. At this time, the Subcommittee has recommended that the Committee provide approval to Skyworld Aviation contingent upon meeting all requirements necessary in compliance with the Airport Minimum Standards for Aviation Services and the Fauquier County Building Official. The recommendations of the Subcommittee are that once Skyworld Aviation has meet all of the said requirements, an Airport Operating Permit will be issued.

Jim Van Luven made a motion to approve the application of Skyworld Aviation to provide additional services at the Warrenton-Fauquier Airport and, additionally, made a motion that the Airport Manager issue an Operating Permit upon certification that all necessary requirements have been met by Skyworld Aviation to provide such services. Richard Gerhard seconded the motion. The motion passed unanimously.

Mr. Hooper reported that the Subcommittee has recommended that the business application provided by Richard Dykes be tabled for an additional thirty (30) days to provide Mr. Dykes the opportunity to supply the Committee with requested information.

**6. Status of RFP for Clear Span Hangar:**

Mr. Hooper reported that it is the recommendation of the Airport Subcommittee that the County Administration and County Attorney offices begin negotiations with Mid-Atlantic Aviation for the construction of the Clear Span Hangar #1 at the Warrenton-Fauquier Airport. Mr. Hooper advised the Committee that negotiations will include, but not be limited to, the Land Lease and grant matching funds.

Jim Van Luven made a motion to accept the RFP for Clear Span Hangar #1 provided by Mid-Atlantic Aviation and additionally recommended that the County Administration and County Attorney offices begin negotiations with Mid-Atlantic Aviation. Bob Newman seconded the motion. The motion passed unanimously.

**7. Airport Finance Report Review:**

Mr. Hooper reviewed March 2006 Financial Reports provided by the Fauquier County Finance Department. Additionally, Mr. Hooper reviewed the future expenditure projects, a copy of which is below:

Warrenton-Fauquier Airport - Expenditure Projections						
Expenditure	YTD - Actual	Mar-06	Apr-06	May-06	Jun-06	TOTALS
Full Time Personnel	\$ 50,438.64	\$ 5,604.00	\$ 5,604.00	\$ 5,604.00	\$ 5,604.00	\$ 72,854.64
Part Time Personnel	\$ -	\$ 200.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 1,400.00
Services from Other Governments	\$ 404.12	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 504.12
Fleet Fuel	\$ 1,601.55	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 2,401.55
Electrical Services	\$ 8,378.69	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 12,978.69
Postal Services	\$ 874.78	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 1,074.78
Cell Phone	\$ 479.37	\$ 79.00	\$ 79.00	\$ 79.00	\$ 79.00	\$ 795.37
Conference Costs	\$ 1,390.65	\$ -	\$ 650.00	\$ -	\$ -	\$ 2,040.65
Office Supplies	\$ 1,121.25	\$ 125.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 1,366.25
Janitorial Supplies	\$ 2,228.29	\$ -	\$ 150.00	\$ -	\$ -	\$ 2,378.29
Repairs & Maintenance Supplies	\$ 3,150.68	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00	\$ 3,790.68
Equipment Fuels	\$ 2,553.78	\$ 300.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 4,053.78
Vehicle & Equip. Maintenance Supplies	\$ 2,125.12	\$ 828.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 3,703.12
<b>TOTAL</b>	<b>\$ 74,746.92</b>	<b>\$ 8,721.00</b>	<b>\$ 9,158.00</b>	<b>\$ 8,358.00</b>	<b>\$ 8,358.00</b>	<b>\$ 109,341.92</b>
<b>Other line items used less frequently</b>	<b>\$ 129,222.32</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 129,622.32</b>
					<b>Grand Total:</b>	<b>\$ 238,964.24</b>

**8. Update: Airport Manager:**

Mike Anderson reviewed the following:

Airport Operations

- Currently, there are two NOTAM's in effect, "PAPI runway 14 and 32 out of service", "Runway 32 REIL malfunctioning".
- The Hangar Wait List now has 21 individuals who have paid a deposit.

Airport Maintenance and Projects

- The Airport bathrooms are now in operation.
- Permits have been received for the final hook-up of the Jet A tank and work is scheduled to take place on Thursday, March 30, 2006.
- The drilling for the T-Hangar well has been completed. The well is yielding 20 GPM at a depth of 245 feet.
- Lighting improvements are currently underway with an additional 8 lights hung in place with 4 of those currently operating.

Airport Staffing

- The new Airport Administrative Assistant, Dana Snead, began her new position on March 13, 2006.

**9. Update: FBO:**

Michelle Glitzner reported that T-Hangar #4 construction will begin on March 28, 2006.

**10. Update: Campbell and Paris Engineers:**

Brian Fuerst reported on the following:

- Phase III construction – Minor punchlist items left to be completed
- T-Hangar #3 and #4 – Final grading and drainage work being completed
- PAPI's should be returned this week and reinstalled shortly after

**11. Update: Tony Hooper:**

Mr. Hooper updated the Committee on the land acquisition negotiations. Mr. Hooper advised that Committee than all land acquisitions should be completed during FY06.

**12. Roundtable:**

Bob Newman requested an update on any major projects that will begin in the near future. Mr. Anderson advised the Committee of the following projects:

- FY07 – Roof replacement
- FY06/07 – ILS system
- FY06/07 – Security Program

Mr. Anderson stated that there would be no large equipment purchases during FY07.

Mr. Van Luven inquired about the Agricultural Program. Mr. Anderson indicated that to do no local farmers have committed to take on the project; however, Mr. Anderson will continue seeking out interested parties.

With no further business Jim Van Luven moved and Dennis Hunsberger seconded to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 6:08 p.m.

The next Airport Committee meeting will be April 24, 2006.